

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



December 12, 2006

ALL COUNTY INFORMATION NOTICE NO. I-92-06

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CHILD WELFARE SERVICE PROGRAM MANAGERS  
ALL COUNTY LICENSED ADOPTION AGENCIES

SUBJECT: ALL COUNTY INFORMATION NOTICE (ACIN) I-73-06, DATED  
SEPTEMBER 28, 2006, INVITATION FOR COUNTY ADOPTION  
AGENCY PARTICIPATION (ICP) IN OLDER YOUTH ADOPTIONS  
(OYA) PROJECT

REFERENCE: ACIN I-73-06

PURPOSE AND SCOPE

Except where stated, this ACIN supersedes ACIN I-73-06 due to substantial changes in funding and related changes to the application. It also provides answers to questions raised by counties.

CHANGES IN AVAILABLE FUNDING

There have been substantial increases in the amount of funding available for the OYA project. ACIN I-73-06 invited counties to submit applications for funding for activities to increase successful adoption of older foster youth. It specified that a total of \$1.7 million State General Fund was available for the two selected counties to be spread over the three years of the project. This ACIN is to clarify that funding to the two selected counties combined is \$1.7 million for the current State Fiscal Year and \$1.4 million in each of the two subsequent fiscal years of the project. Los Angeles County will receive \$1.25 million and San Francisco City and County, \$750,000, each State Fiscal Year of the project. Because these funds are used to draw down Federal Title IV-E funding the total amount will be greater depending on the type of case management and/or training performed. All allocations are subject to annual appropriations.

Funds for the current fiscal year will be allocated to the two selected counties in January 2007. In the two subsequent fiscal years of the project, 2007-08 and 2008-09, funds will be allocated for the full fiscal year subject to appropriation. Please use the attached, updated application form to reflect this change.

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by  
One or More Counties
- ☒ Initiated by CDSS

A county that has not previously indicated an interest to apply and still wishes to submit an application, should use the Notice of Intent in the original ACIN in order to be placed on the e-mail list to receive any project information updates. No additional conference calls are scheduled.

CHANGES IN THE TIMETABLE FOR THE APPLICATION PROCESS

Please note the following changes in the timeline for the application process.

**The application is due before close of business, December 28, 2006.** An original and four copies on standard white paper, consecutively numbered pages, signed by the Director of Human Services or other designated authority is due at the address below. **Any applications not received by 5 p.m. December 28, 2006 will not be considered.**

**California Department of Social Services  
ATTN: Chief, Child and Youth Permanency Branch  
744 P Street, M.S. 14-66  
Sacramento, California 95814  
(916) 657-1858  
FAX (916) 657-3791**

In addition to the five mailed copies, a copy of the application must be e-mailed to [david.moyer@dss.ca.gov](mailto:david.moyer@dss.ca.gov) before close of business, December 28, 2006. An e-mailed or faxed application may not be submitted in lieu of the paper document.

On or before *January 5, 2007*, CDSS will issue a Notice of Intent to Allocate Funds. A selection team consisting of CDSS and non-county County Welfare Directors Association (CWDA) representatives will have reviewed and scored the applications to determine the two counties for participation in the project. A copy of the notice will be e-mailed to each county program manager who applied.

On or before *January 12, 2007*, but at least five days after the Notice of Intent to Allocate Funds, is the last day to submit an appeal.

On or before *January 30, 2007*, funds will be allocated.

**Board of Supervisor Approval:** Counties are reminded that Welfare and Institutions Code Section 16124 requires county Board of Supervisors approval prior to implementation. Therefore, no funds will be available without evidence of such approval submitted to CDSS.

All County Information Notice No. I-92-06  
Page Three

Please address any further questions to David Moyer at (916) 653-6306 or e-mail [david.moyer@dss.ca.gov](mailto:david.moyer@dss.ca.gov).

With the additional funds available, we are looking forward to receiving your applications and working with you to increase the successful adoption of older youth.

Sincerely,

***Original Document Signed By:***

MARY L. AULT  
Deputy Director  
Children and Family Services Division

Attachments

c: CWDA

**ATTACHMENT A**

**REVISED OLDER YOUTH ADOPTION PROJECT APPLICATION**

<b><u>COUNTY INFORMATION</u></b>	
<b>County:</b>	<b>Project Manager:</b>
<b>Phone:</b>	<b>FAX:</b>
<b>Email:</b>	
<b>Anticipated Date of Board of Supervisors Approval:</b>	

<b><u>PROJECT INFORMATION:</u></b>
<b>Project Summary:</b>
<b>Target Population:</b>  <b>Describe the target population for the project:</b>  <b>Describe the rationale for selecting this population:</b>  <b>Describe how youth will be selected to participate:</b>

<b><u>CURRENT PROGRAM</u></b>			
<b>Current Performance:</b>	<b>2005/06</b>	<b>2004/05</b>	<b>2003/04</b>
<b>Number of adoptions each year over the last three years:</b>			
<b>Number of youth in target population adopted each year over the last 3 years:</b>			
<b>Number of children in target population in long term non- related placement (most recent data):</b>			
<b>Number of children in the target population with a case plan goal of adoption as of January 1, 2006 (most recent data):</b>			
<b>Current Barriers to improved performance:</b>  <b>Please describe current barriers to increasing the number of adoptions and the success of adoptions in the target population:</b>			
<b>Describe any educational/training or technical assistance needed to achieve any of the project goals: (not scored)</b>			

In the table below list and describe what services the county is currently providing and submit a brief description of those services.				
Existing Services:	Description:	Provided by:		
		County	CBO	Other
Individualized or other recruitment efforts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post adoption services, including respite care		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavioral health services		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer support groups		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information and referral services		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other locally designed services as appropriate		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relative search efforts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training of adoptive parents, foster youth, or mentoring families		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mediation services		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitation of siblings in the same placement		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitation of post adoption contact		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engaging youth in permanency decision making		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any service or support necessary to resolve any identified barrier to adoption. Please list:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide examples of county implementation of new programs or changes in practice that have been achieved in a timely and effective manner and how that experience would support implementation of this project.

<b>PROJECT GOALS</b>			
<b>Estimate the number of youth expected to achieve adoption over the three years as a result of this project:</b> <b>* six months</b>	<b>2006/07*</b>	<b>2007/08</b>	<b>2008/09</b>
<b>Describe below the goals of the project for the three fiscal years.</b>			

<b>Project Goal 1.0</b>					
<b>Strategy 1.1</b>			<b>Strategy Rationale</b>		
<b>Milestone</b>	1.1.1	<b>Timeframe</b>		<b>Assigned to</b>	
	1.1.2				
	1.1.3				
<b>Strategy 1. 2</b>			<b>Strategy Rationale</b>		
<b>Milestone</b>	1.2.1	<b>Timeframe</b>		<b>Assigned</b>	
	1.2.2				
	1.2.3				
<b>Strategy 1.3</b>			<b>Strategy Rationale</b>		
<b>Milestone</b>	1.3.1	<b>Timeframe</b>		<b>Assigned to</b>	
	1.3.2				
	1.3.3				
<b>Describe any relationship with the County System Improvement Plan (SIP).</b>					

<b>Project Goal 2.0</b>					
<b>Strategy 2.1</b>				<b>Strategy Rationale</b>	
<b>Milestone</b>	2.1.1	<b>Timeframe</b>		<b>Assigned to</b>	
	2.1.2				
	2.1.3				
<b>Strategy 2. 2</b>				<b>Strategy Rationale</b>	
<b>Milestone</b>	2.2.1	<b>Timeframe</b>		<b>Assigned to</b>	
	2.2.2				
	2.2.3				
<b>Strategy 2.3</b>				<b>Strategy Rationale</b>	
<b>Milestone</b>	2.3.1	<b>Timeframe</b>		<b>Assigned to</b>	
	2.3.2				
	2.3.3				
<b>Describe any relationship with the SIP.</b>					

<b>Project Goal 3.0</b>					
<b>Strategy 3.1</b>				<b>Strategy Rationale</b>	
<b>Milestone</b>	3.1.1	<b>Timeframe</b>		<b>Assigned to</b>	
	3.1.2				
	3.1.3				
<b>Strategy 3. 2</b>				<b>Strategy Rationale</b>	
<b>Milestone</b>	3.2.1	<b>Timeframe</b>		<b>Assigned to</b>	
	3.2.2				
	3.2.3				
<b>Strategy 3.3</b>				<b>Strategy Rationale</b>	
<b>Milestone</b>	3.3.1	<b>Timeframe</b>		<b>Assigned to</b>	
	3.3.2				
	3.3.3				
<b>Describe any relationship with the SIP.</b>					

<b>Project Goal 4.0</b>					
<b>Strategy 4.1</b>				<b>Strategy Rationale</b>	
<b>Milestone</b>	4.1.1	<b>Timeframe</b>		<b>Assigned to</b>	
	4.1.2				
	4.1.3				
<b>Strategy 4. 2</b>				<b>Strategy Rationale</b>	
<b>Milestone</b>	4.2.1	<b>Timeframe</b>		<b>Assigned</b>	
	4.2.2				
	4.2.3				
<b>Strategy 4.3</b>				<b>Strategy Rationale</b>	
<b>Milestone</b>	4.3.1	<b>Timeframe</b>		<b>Assigned to</b>	
	4.3.2				
	4.3.3				
<b>Describe any relationship with the SIP.</b>					

<b>Project Goal 5.0</b>					
<b>Strategy 5.1</b>				<b>Strategy Rationale</b>	
<b>Milestone</b>	5.1.1	<b>Timeframe</b>		<b>Assigned to</b>	
	5.1.2				
	5.1.3				
<b>Strategy 5. 2</b>				<b>Strategy Rationale</b>	
<b>Milestone</b>	5.2.1	<b>Timeframe</b>		<b>Assigned to</b>	
	5.2.2				
	5.2.3				
<b>Strategy 5.3</b>				<b>Strategy Rationale</b>	
<b>Milestone</b>	5.3.1	<b>Timeframe</b>		<b>Assigned to</b>	
	5.3.2				
	5.3.3				
<b>Describe any relationship with the SIP.</b>					

<b>Project Goal 6.0</b>					
<b>Strategy 6.1</b>				<b>Strategy Rationale</b>	
<b>Milestone</b>	6.1.1	<b>Timeframe</b>		<b>Assigned to</b>	
	6.1.2				
	6.1.3				
<b>Strategy 6. 2</b>				<b>Strategy Rationale</b>	
<b>Milestone</b>	6.2.1	<b>Timeframe</b>		<b>Assigned to</b>	
	6.2.2				
	6.2.3				
<b>Strategy 6.3</b>				<b>Strategy Rationale</b>	
<b>Milestone</b>	6.3.1	<b>Timeframe</b>		<b>Assigned to</b>	
	6.3.2				
	6.3.3				
<b>Describe any relationship with the SIP.</b>					

<b>Identify roles of other partners in achieving the goals.</b>
---

<b>State Fiscal Year</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>Total</b>
<b>State Funds</b>				
<b>Federal Funds</b>				
<b>County Funds</b>				
<b>Other</b>				
<b>State Fiscal Year</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	
<b>County Personnel</b>				
<b>Contracted Services</b>				
<b>Reimbursement to Families</b>				
<b>Other</b>				

**Assurances:**

The county will use the funds solely for the purposes established in Welfare and Institutions Code Section 16124.

The county will participate in conference calls or meetings to assist CDSS in developing the requirements of the project.

The county will comply with the data collection, reporting and analysis requirements as established by CDSS in consultation with the participating counties.

The county is aware that implementation is contingent upon approval by the County Board of Supervisors.

<b>Director's Name</b>	<b>Director's Signature</b>	<b>Date Signed</b>

## ATTACHMENT B

### Older Youth Adoptions (OYA) Project

#### Questions submitted by counties before and at the conference call on October 18, 2006

**1. Is there a county match required?** There is no county match required. However, one of the criteria that will be used in the assessment of applications is cost effective use of state project funds as stated in criteria 5, Budget Issues. Therefore, strategies that are able to maximize state dollars through using federal funds or other funding are likely to be scored higher.

**2. Are counties able to pull down Federal funds to leverage these state dollars?** To the extent that the activities provided by the county meet Title IV-E requirements (e.g., recruitment of adoptive homes; case reviews; case management; etc.), the related costs would qualify for Federal Financial Participation (FFP) at 50 percent subject to the federal discount rate. In addition, training costs are eligible for either 50 percent or 75 percent reimbursement, subject to the discount rate, depending on the nature of the expenditures. Examples of training costs eligible at the 50 percent FFP level include training provided to county staff to perform administrative functions (processing contracts, etc.) Those eligible for 75 percent FFP include training of personnel employed or preparing for employment by the local agency administering the Title IV-E program activities; short-term training for prospective adoptive parents; etc. only on training subjects allowable for Title IV-E. Please refer to guidelines in County Fiscal Letter (CFL) 05/06-33, dated December 8, 2005, located at [http://www.dss.cahwnet.gov/getinfo/cfl05/pdf/05-06\\_33.pdf](http://www.dss.cahwnet.gov/getinfo/cfl05/pdf/05-06_33.pdf) for additional information regarding allowable activities for training subjects.

Expenditures such as those for investigations, services (e.g., counseling), documentation in the case file of investigations/services, and activities not relevant to the Title IV-E Adoptions program are ineligible for Title IV-E reimbursement, and should be paid for with State General Funds or County funds.

Counties will receive the information on eligible activities relevant to the Title IV-E Adoptions program after the review of applications.

**3. What amount of money may a county expect in each of the three years?** A total of \$1.7 million in state funds will be divided between the two selected counties in State Fiscal Year 2006/07 and \$1.4 million in each of the two subsequent fiscal years of the project. The proposed budget in the individual county's proposal and the available funding will determine the amount of the allocations. Matching Federal funds are available for case management and training.

**4. Attachment F, Welfare and Institutions Code (WIC) Section 16124 (a)(2)(C), states that participating counties shall include “Two additional counties and one state district office, based on criteria developed by the department in consultation with the County Welfare Directors Association, which shall demonstrate geographic diversity.” What is meant by geographic diversity? Does this refer to counties with an urban-rural mix or county locations, to wit, proximity to one of the counties already named in the legislation (San Francisco and Los Angeles)?** The geographic diversity provisions of Assembly Bill (AB) 1808 are to assure a diverse cross section of counties. The criteria developed by California Department of Social Services (CDSS) state “This section describes how the county provides geographic diversity in contrast to the counties specified in the legislation or served by the CDSS Sacramento District Office. No further definition is provided in the legislation.

**5. May the funds be used to expand or build on existing efforts or can they be used only for new initiatives?** They may be used to supplement or expand existing initiatives or to start new ones. However, the funds shall not be used to supplant or replace existing, federal, state and local funds. For example, if the county allocated OYA funds for an ongoing adoptions initiative, then withdrew other funds from that project for other priorities, that would be in violation of the intent of the legislation.

**6. Given that only two counties will be selected and there likely is not sufficient time to obtain additional funding for counties without existing additional funding sources, should a county without additional existing funding streams apply for this funding?** There is no requirement for additional funding sources.

**7. The application provides space for 6 goals and 3 milestones for each goal. Is it expected that a county's plan will have 6 project goals? Or, does the application allow for the counties to have up to 6 project goals?** There is no minimum or maximum for project goals or milestones. If a county wants to add more goals, it may unprotect the **Microsoft WORD** version that has been sent and copy and paste. If it wants to delete unfilled sections it may do the same and cut.

**8. If a county fails to express intent before October 11, 2006 does that mean the county may not apply?** No, it would just mean that the county would not be on a mailing list to get this e-mail. Failure to submit the application by close of business on December 28, 2006 is grounds for exclusion from the application process.

**9. May the project be managed in a program area other than adoptions?** The project does not need to be managed in the county's adoption program. However, adoption services should be provided by adoption staff. As stated in the

application, the project can be implemented through the county, community based partners, or direct funding to families for services.

**10. If a county has done an analysis of needs should it send that along with the application? How much information is needed? How much is allowed?**

All information submitted should be relevant to the application and the scoring criteria. If a county has done a needs analysis relevant to the adoption of older youth, that information may be included in the relevant sections of the application.

**11. Are counties limited to serving only those children with a case plan goal of adoption?**

No, any child that meets the definition in the statute may be served through the pilot. The county may further refine the population to be served under the heading **PROJECT INFORMATION** in the application.

**12. What is the definition of “preadoption services?”**

There is no statutory or regulatory definition of “preadoption services.” For the purposes of the project, preadoption services include any of the services listed in Welfare and Institutions Code Section 16124 that occur before the adoption, including “Any services necessary to resolve any identified barrier to adoption.”

**13. Will CDSS provide demographic data on the preselected counties?**

A resource for Los Angeles is <http://www.lacity.org/cao/econdemo.htm>; for San Francisco, <http://sanfrancisco.areaconnect.com/statistics.htm>.

**14. Are counties permitted to submit additional supporting material such as letters of support from community based organizations? How much additional material can be submitted?**

Any supporting information should be directly relevant to the application. See question 16. Any letters or supporting documentation will be included in the total allowable 30 pages.

**15. May counties subcontract with private agencies for specific services as long as the county maintains oversight?**

The following provisions in the Welfare and Institutions Code (W&IC) apply:

W&IC Section 16124 subdivision (b): “Each entity identified pursuant to paragraph (2) of subdivision (a) shall receive funding to provide preadoption and postadoption services to the adoptive parents and the targeted population identified in paragraph (1) of subdivision (a).”

W&IC Section 16124 subdivision (b)(2): “The services specified in paragraph (1) may be provided directly by the county, contracted for by the county, or provided through reimbursement to the family.”

W&IC Section 16124 subdivision (j): “Adoption programs in the project counties shall be encouraged to create public-private partnerships with private adoption agencies to maximize their success in improving permanent outcomes for older foster youth.” The county may subcontract for the management of the project or the provision of services. However, the case management of these youth remains the sole responsibility of the county. The decision whether to subcontract services is a county decision. The county remains responsible for ensuring all requirements of the project are met and that the funds are spent exclusively for purposes specified in W&IC 16124. If a county decides to subcontract activities, a county liaison shall be assigned.

**16. What about font size, type and page limitations?**

- Font size should be no smaller than 11pt Arial.
- The maximum number of pages is 30. This includes any supplemental information or letters of support.
- To ensure fairness to all counties, any material in excess of the 30 pages will not be reviewed.

**17. Does the target population include youth in non-related extended family member (NREFM) homes?**

For the purposes of this project NREFMs are considered relatives and therefore are not part of the project population.

**18. Where does a narrative description of the project go?**

The project summary on page one will expand to fill any narrative description.

Those parts of the narrative that address specific issues such as target population or current barriers should be placed in the appropriate section.

**19. Because additional staff may affect allocations, will there be specific claiming instructions provided to the counties for this project?**

Yes, claiming instructions will be provided after the counties have been selected.

**20. Is a county locked into the budget submitted? Is there flexibility on how the money can be disbursed among the categories provided on page 10 of the application?**

The county may adjust the project budget no more than 20 percent of any given line item, and must notify CDSS of the changes. Any adjustment of more than 20 percent must be approved by CDSS in writing. The county may not expend state funds in excess of the State General Fund amount allocated to the County for the project.

**21. Does the county have the option of discontinuing the program without penalty if funds are exhausted before the end of the contract?**

The implementing legislation does not provide for any such penalties for discontinuing the program. However, any funds expended for purposes other than

those authorized by the enabling legislation are subject to repayment to the State and/or the federal government.

**22. Where indirect administration costs are allowed, may the applicable percentage be applied to costs paid to subcontractors? Are there any limitations on charging indirect costs?**

Indirect CBO costs may or may not be the same as county's'. Any contracts established for the purposes of this project are under the responsibility of the county and subject to the applicable laws and regulations.

**23. May unused amount of grant funds be carried over to next fiscal year?**

No, new funds will be allocated each fiscal year, subject to state budget appropriations.

**24. If any apply: Which of the following audit requirements pertain to this grant?**

- a. Grantor agency may audit the program**
- b. Grantor agency does audit program on a regular basis**
- c. Grantor agency contracts with independent CPA firm to audit**
- d. County required to arrange for periodic audits**
- e. Audit requirements are met by single audit.**

Since the funding provided to the county for this project is an allocation, and not a grant, the county has the same requirement to ensure appropriate expenditure of funds as with any allocation of State General Funds. The County and CDSS will maintain oversight authority. Any state funds allocated for this project that are expended for purposes outside the scope of the enabling legislation may result in repayment of the funds to the State and/or the federal government. In accordance with the Federal Office of Management and Budget (OMB), Circular A-133, an agency wide, independent audit must be obtained. All OMB Circular A-133 audit reports shall meet the reporting requirements established in OMB § 1101.320 "Report Submission" and a copy shall be forwarded to CDSS.

**25. What are the procedures for selecting counties if they get the same final score?**

If two or more counties receive the same score, a coin toss or other similar objective method may be used.